



School: Edwalton Primary
Meeting title: Autumn term meeting of the governing body
Date and time: Wednesday, 25 November, 2015 at 6.30pm
Location: At the school

Membership
'A' denotes absence

	Mr S Dare (vice-chair)
	Miss L Paget
	Mrs C Fraser
	Mrs S Dawson (chair)
	Mr J Grant
	Vacant (co-opted)
	Vacant (co-opted)
	Miss L Shanahan
	Mrs J Le Mare
A	Mrs N Elenor
	Vacant (parent)
	Mr B Owens (headteacher)
	Mrs E Godber

In attendance P Ford (clerk to the governors)

GB/59/15 Apologies for absence **Action**

There were no apologies for absence.

GB/60/15 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

Review and update Register of Business Interests

The chair stated that the Register was up to date on the website.

GB/61/15 Review of membership

Governors received and noted the governing body membership list, which **had** been previously circulated.

The chair informed governors that Mr Anderson was resigning as the LA governor but was to continue as a co-opted governor. Ann Taylor was also willing to be a co-opted member of the governing body. Mrs O'Raw and Mr Baddley had resigned from the governing body due to work commitments and Ms Elenor had resigned from the governing body for personal reasons. Governors **approved**

the appointment of Mr Anderson and Mrs Taylor as co-opted governors with effect **Govs** from Wednesday, 25 November, 2015. They joined the meeting at 6.50 and the chair welcomed to the governing body.

The chair stated that this left two vacancies for the position of parent governor. Discussion followed about the best way to fill these vacancies which included holding elections to replace the parent governors. The clerk pointed out that the governing body had the minimum number of parents already according to the regulations for academies and therefore could choose to fill the vacancies with co-

		Action
	<p>opted governors, if they so wished. Governors considered if there were any skill areas that the governing body currently lacked. It was agreed that governors will review the skill areas and decide then how best to fill the vacancies.</p>	Govs
GB/62/15	<p>School Council/PA reports/Eco team sports Governors received a report from Aaron in Year 5 and Harry in Year 4 on the recent work and activities of the School Council. These included entering a Royal Mail letter writing competition on the theme of the 'Dream Job', the organisation of a school carnival to coincide either with Art Week or the Rio Carnival in February, a display on the theme of Remembrance and its meaning, entirely initiated by the pupils themselves and a shoe box donation for Christmas to the Friary Drop-in Centre. The Council were also working on ideas for themes for next year's Comic Relief Day. Ideas were being placed in the School Council suggestion box. Governors asked the representatives about their work, how they were elected, how many were on the Council and whether they enjoyed their role and thanked them for their informative presentation.</p>	
GB/63/15	<p>Determination of term of office for chair and vice-chair Governors considered the appropriate term of office for the chair and vice-chair and agreed that it should be for one year.</p>	Govs
GB/64/15	<p>Election of chair Mrs Dawson stated that she was happy to continue in the role of chair. There being no other nominations, governors resolved that Mrs Dawson be appointed as chair of the governing body with immediate effect.</p>	Govs
GB/65/15	<p>Election of vice-chair Mr Dare stated that he was happy to continue as vice-chair. There being no other nominations, governors resolved to appoint Mr Dare as vice-chair of the governing body with immediate effect.</p>	Govs
GB/66/15	<p>Minutes of <i>Summer term meeting</i> The minutes of the summer term meeting held on Wednesday, 10 June, 2015 having been previously circulated were confirmed and signed by the chair. <i>Matters Arising</i> GB/29/15: Mr Grant stated that he had not yet completed the induction training. The chair agreed to look into available induction training. Online induction was available also. GB/28/15: Instead of Mrs Ducker, it should read Mrs Duffy. <i>Approval of Decision Planner</i> The Chair declared that she had the Decision Planner in her Dropbox but could not access it. There were changes as a result of becoming an academy, for example some areas of delegation were different. The chair agreed to e-mail the decision planner to the clerk once she had accessed it.</p>	Chair Chair

Approval of Policy Checklist

The chair stated that the policy checklist had been updated.

Governors

approved

both decision planner and the checklist.

Govs

Special Full Governors meeting

The minutes of the special governors meeting held on Wednesday, 2 September, 2015 having been previously circulated were confirmed and signed by the chair.

There were no matters arising from the Special Full Governing Body meeting.

Committees and working parties

The minutes of the Finance and personnel Committee meeting held on Wednesday, 30 September 2015 were circulated to governors prior to the meeting.

Matters arising

Governors

approved

the Pay Policy recommended from the Finance and Personnel Committee.

Govs

The minutes of the Curriculum and Pupils Committee meeting held on Wednesday, 14 October, 2015 were circulated to governors prior to the meeting. There were no matters arising from these minutes.

GB/67/15

Correspondence

The clerk drew governors' attention to the October edition of the Nottinghamshire Governors newsletter and highlighted a number of key articles. Governors

noted

the articles.

Govs

Holding the headteacher to account for the educational performance of the school and its pupils

GB/68/15

Headteacher's report including

The headteacher presented his report which was circulated to governors prior to the meeting. He stated that he had based it on the latest guidelines from the LA and recognised that it contained a lot of detailed information. His report included the following:

- Pupil numbers (407) * Attendance: 95.6%,
AA: 2.96%; UA: 0.63%
- Racist incidents (5) * Exclusions (0)
- Staffing and professional Development * Staff training
- Self-Evaluation and Development Plan * Pupil Achievement
- Quality of teaching * Leadership and Management
- Behaviour and Behaviour Improvement Plans * Special Needs (Appendix)
- Performance Management * Site and buildings

Mr Anderson felt that the report was very detailed and discussion ensued as to the level of detail required in the report for governors. Mrs Le Mare stated that the level of data was appropriate for her role but that for most of the governors a 'headline' approach in the headteacher's report might be better.

Mr Anderson believed that the SEN report seemed to focus very much on the work of TAs and asked the headteacher what had happened to other strategies, such as art club, which were mentioned in previous reports as ways to deploy pupil

premium funding. The headteacher reassured governors that pupil premium money was still being used on other initiatives or resources. He cited SBap, counselling, support for educational visits and music tuition as other ways of using pupil premium funding.

The chair thanked the headteacher for his report.

GB/69/15

To receive and approve pupil targets

Pupil targets were discussed in the Curriculum and Pupils Committee meeting. The current target had been set at 65% and was expected to be 85% next year. The headteacher explained that the Flying High Trust had liaised with the school on this issue and the school had decided to set bespoke targets for different groups and different subjects with an overall target of 70%. The trust were concentrating on Years 2,4 and 6.

Mrs Le Mare asked if there would be a different set of criteria for SEN pupils. The headteacher suggested that this would need to be the case and that Mrs Le Mare liaise with Mrs Hodgkinson (SENCO) on progress. He quoted the potential problem of the impact of spelling tests to indicate ARE for dyslexic pupils.

Governors

approved

the targets

Govs

Ensuring clarity of vision, ethos and strategic direction

GB/70/15

Reports from the Corporate Director for consideration and action

Leadership and Governance Solutions for Improving Pupil Outcomes and Securing School Viability for Primary Schools

The Prevent Duty

The clerk drew governors' attention to the reports on Leadership and Governance and the Prevent Duty, highlighting the action points for governors contained within both reports. Governors

noted

the reports and governors

agreed

that leadership and governance solutions will be discussed at the next Steering Committee meeting.

The headteacher circulated a leaflet entitled 'Safeguarding Advice for Volunteers, Supply and Regular Visitors which was also displayed online. It had also been distributed to staff. The headteacher had attended training and had used the materials at the session to disseminate to staff. Governors

agreed

to complete the online training on this issue and inform the safeguarding governor when this had been done.

Govs

Govs

GB/71/15

Policy update

Governors

approved the following policies:

Anti-bullying; Child protection leaflet; CLA; Medical Needs; Equality, SEN; Gifted, Talented and Able; KCSIE; NCC Code of Conduct for Employees; Tackling Radicalisation and Extremism; SRE; Welfare of a Child.

Govs

GB/72/15

Safeguarding children in education governors' compliance checklist

Mr Anderson had visited the school on 13 November as part of his role as safeguarding governor. The clerk reminded governors of their responsibility for completing, signing and submitting the checklist by 18 December. The clerk also reminded governors that they, and not just the signatories needed to be familiar

	with the points of the checklist. Mr Anderson agreed to complete and submit the checklist.	Action GA
GB/73/15	Governor training	
	Mrs Elenor had been the training governor. The chair agreed to acquire the training resources and materials from Mrs Elenor, for example, the induction packs. The chair emphasised the importance of the role and for a suitable replacement as soon as possible. Governors agreed to wait until new governors had been appointed and discuss the matter at the new Steering Committee.	Chair Govs
	<i>Governing body self-review update</i> The chair stated that this was an important issue and needed to be done to help identify skill areas on the governing body that needed covering. The clerk reminded governors of the self-review template provided by the LA and governors agreed to use this.	Govs
GB/74/15	Governor visits and monitoring reports	
	The headteacher reminded governors that there had only been two governor visits this term with only a few weeks to go to the end of term. Mrs Fraser stated that she and Mr Anderson had drafted a programme of planned visits designed to involve two visits a year for each governor link area. Mrs Le Mare had arranged to visit the SENCO but due to the illness of the latter this needed to be re-arranged. Mrs Shanahan planned a Literacy visit on December 7 and Mrs Fraser was planning a Maths visit before the end of term. The clerk reminded governors of the importance of producing reports based on the visits and having them accessible and easily located. The headteacher outlined some purpose to future visits. At the moment there was no link governor for Early Years which the headteacher rued considering the amount of work carried out in that area of the school. Mrs LE Mare agreed to visit the Early Years as soon as possible.	Govs
Overseeing the financial performance of the school and making sure its money is well spent		
GB/75/15	Review risk management arrangements	
	A full report had been completed by Gary Walker included in which were action points.	
	<i>Scheme of financial delegation and appointment of responsible officer</i> The Flying High Trust board are meeting on December 9, then the issue will be considered by the full governing body at the next meeting.	
	<i>Insurance arrangements</i> From October 1, the school is covered by insurance under the Flying High Trust.	
	<i>Academy budget</i> Zoe Maxey had been in to support the school on the issue of the budget. It will be presented for approval at the next meeting of the Finance and Personnel Committee on January 27, 2016.	

Approval of Services for Schools/review contracts

The current services will run until March 2016 after which from April, new services will be used.

Master funding agreement and supplementary funding agreement

This has been approved by the Flying High Trust and by the Finance and Personnel Committee.

Evidence of governing body impact on school improvement

GB/76/15 What has been done to impact on outcomes for pupils?

- Work to the site and buildings
- Conversion to academy status
- Policies updated
- Check on pupil premium spending
- Planned visit to SENCO
- Staff and governor training on Prevent Duty
- Safeguarding visit
- Planned Literacy, Maths and EYFS visits

GB/77/15 How has the governing body held the school leaders to account?

- Questions in committee about the SIP
- Governor visits
- Questions to headteacher about pupil premium spending
- Questions to headteacher about SEN pupil targets
- Questions in committee about financial changes

Concluding items

GB/78/15 Confirmation of date for 2016

The governing body

agreed

Spring term – Wednesday, 16 March, 2016 at 6.30pm

Summer term – Wednesday, 6 July, 2016 at 6,30pm

GB/79/15 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 8.43pm.

Signed(chair) Date

CR/ZS

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: *
Meeting title: Autumn term meeting of the governing body
Date and time: *, 2015 at *pm
Location: At the school

Confidential item(s)

GB*/15

Action

Signed(chair)

Date